

## SENIOR CITIZENS ASSISTANT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Assists the Senior Citizens Administrator in administering a territory-wide program for senior citizens under the purview of the Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Assists the Administrator in the planning, development, implementation and coordination of territory-wide programs for senior citizens such as medical, health, social and housing service in accordance with the provision of the Older Americans Act and applicable federal and local laws.

Coordinates and develops program objectives and criteria to measure the effectiveness of the program.

Directs and develops planning procedures and methods for program implementation; coordinates the planning functions with federal, local and private organizations.

Coordinates the review and monitoring of the program operations and activities in accordance with the Older Americans Act and other applicable federal and local requirements.

Evaluates the quality and the scope of programs and recommends changes in policies, procedures and operations to improve effectiveness of the program.

Prepares the annual budget and handles fiscal matters of the division.

Coordinates the public relation activities of the division.

Directs and prepares reports for the Guam Council of Senior Citizens.

Represents the Administrator on official functions as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of social, emotional and health needs of senior citizens and the techniques for involving senior citizens in gainful activities.

Knowledge of federal and local programs, laws, rules and regulations pertaining to senior citizens.

Knowledge of the principles and practices of public administration.

Ability to assist in administering the activities of a territory-wide senior citizen program.

Ability to evaluate operational effectiveness and implement changes for improvements.

Ability to coordinate and develop program objectives and the criteria to measure the effectiveness of the program.

Ability to direct and develop planning procedures and methods for program implementation and coordinate the planning functions with federal, local and private organizations.

Ability to prepare the annual budget and handle fiscal matters of the division.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare reports.

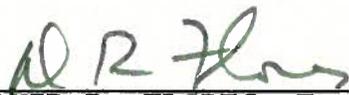
MINIMUM EXPERIENCE AND TRAINING:

(a) Five years of experience involving the development, coordination, or implementation of senior citizens programs and projects and/or other federal programs and projects, including one year in a supervisory capacity, and graduation from a recognized college or university with a Master's degree in social work, gerontology, public administration or related field; or

(b) Six years of experience involving the development, coordination or implementation of senior citizens programs and projects and/or other federal program and projects, including one year in a supervisory capacity and graduation from a recognized college or university with a Bachelor's degree in social work, gerontology, public administration or related field; or

(c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission